



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

29 July 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-37, Career
Propensity Issues

1. This CIL contains information on the following subjects
concerning Career Propensity:

- a. Information Technology Contracting (CON 241) Course,
- b. Correspondence Courses,
- c. New course Numbers,
- d. No shows,
- e. Continuing Education,
- f. Certification of the Acquisition Workforce,
- g. DAU/RDAISA Car Rental Policy,
- h. DD Form 1610 and Travel Vouchers, and
- i. Repeating DAU Courses.

2. Information Technology Contracting (CON 241) Course.
Due to the numerous changes in the laws and regulations
which have simplified the process for procurement of
ADPE/FIP equipment, CON 241 is no longer offered by the DAU.
Contracting Officer warrants which include the restriction
that ADPE/FIP equipment may not be procured until CON 241 is
successfully completed is removed.

3. Correspondence Courses. In the foreseeable future, DAU
will not offer any courses required for Contracting
personnel by correspondence.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-37, Career
Proponency Issues

4. New Course Numbers. Beginning in FY 98, several course numbers have changed and several courses have been combined as follows:

a. Contracting Fundamentals, CON 101; Operational Level Contracting Fundamentals, CON 102; and Facilities Contracting Fundamentals, CON 103, have been combined into one course: Contracting Fundamentals, CON 101.

b. Contract Pricing, CON 104; Operational Level Contract Pricing, CON 105; and Facilities Contract Pricing, CON 106, have been combined into one course: Contract Pricing, CON 104.

c. Government Contract Law, CON 201, is now CON 210.

d. Intermediate Contracting, CON 211; Intermediate Contract Administration, CON 221; Operational Level Contract Administration, CON 222; and Intermediate Facilities Contract, CON 223, have been combined into one course, Intermediate Contracting, CON 202.

e. Intermediate Contract Pricing, CON 231, has been changed to CON 204.

f. Simplified Acquisition Fundamentals, PUR 101, and Operational Level Simplified Acquisition Procedures, PUR 102, have been combined into one course, Simplified Acquisition Fundamentals, PUR 101.

5. No-Shows.

a. The no-show rate for Forces Command is very low, however, it does happen occasionally. If someone is scheduled to attend a DAU course and sees they will not be able to attend, please advise Clyde Thomas, DSN 367-6372, Judy Armstrong, DSN 367-5559, or Lorrie Davis, DSN 367-6524 immediately. Even if it is 1600 hours on Friday and the class is scheduled to begin the following Monday, proper notification will avoid being listed as a "no-show". Of course, the sooner the better.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-37, Career
Proponency Issues

b. When someone is listed as a no-show, DAU may not allow that individual to attend another class for the period of one year. This would be especially detrimental to anyone in need of obtaining DAU courses in order to be certified.

6. Continuing Education. Reference CIL 97-26, paragraph 5, Continuing Education. The requirement for forty hours annually of Continuing Education is here to stay! Make sure all members of the Acquisition Workforce are aware of this requirement and are actively pursuing whatever means necessary to comply. Hopefully, the final policy will be issued by the end of August, 1997.

7. Certification of the Acquisition Workforce.

a. Certification of the Acquisition Workforce continues to be a top priority. An individual has eighteen months to become certified after entering the Acquisition Workforce or after moving up to a higher level. **There are still individuals throughout FORSCOM who are not certified at their current level and have been in that position well over the eighteen month limit.** Please insure that these individuals obtain the necessary DAU and/or formal education courses as soon as possible!! Those that do not comply may be removed from the Acquisition Workforce. It is not too early to begin scheduling DAU courses for FY 98. Please contact Clyde Thomas at DSN 367-6372 to arrange for quotas.

b. For an individual in the 1102 series to be certified, the following DAU courses (or equivalents) are required:

- (1) Level I: CON 101 and CON 104,
- (2) Level II: Level I courses plus CON 202, CON 204, and CON 210,
- (3) Level III: Level I and Level II courses plus CON 301 and CON 333.

c. When an employee has been certified at their current level and is at the top grade of their current level, they are encouraged to pursue certification at the next level.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-37, Career Proponency Issues

d. Please insure that all individuals who have been certified have received the proper certificate. Level I and Level II certificates are prepared on the DA Form 2442 and the Level III certificates are prepared on the AAE Form 2.

8. DAU/RDAISA Car Rental Policy.

a. Reference enclosed memo, SFAE-ISA-RB, dated 23 June 1997, SAB.

b. As a general rule, DAU will not fund rental cars. Students who feel they require a rental car should pursue funding through their employing organization. Exceptions to this policy are approved on a case-by-case basis when it is clearly cost advantageous to the Government or when there are special circumstances as described below:

(1) Shared car rentals are authorized at Port Hueneme, CA, and Columbus, OH.

(2) Rental cars are authorized for classes given by the NCAT in Norfolk, VA, where training actually takes place at Virginia Beach, VA.

(3) Rental cars are authorized for students with medical profiles that justify the need.

9. DD Form 1610 and Travel Vouchers.

a. The following must be forwarded to Ms. Vickie Phelps, RDAISA:

(1) A copy of the DD Form 1610, Request for Authorization for TDY Travel of DOD Personnel, within five days of preparation.

(2) A readable copy of the processed travel voucher within five days of receipt.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-37, Career
Propensity Issues

b. Please send the above to:

Commander, USARDAISA
ATTN: SFAE-ISA-RB
P.O. Box 4
Radford, VA 24141-0097
FAX DSN: 931-9566/(540) 731-3566

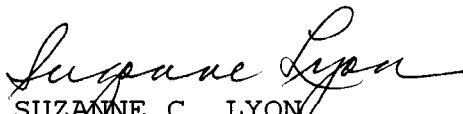
c. RDAISA does not process travel vouchers. Please do not send your unpaid travel vouchers to Radford as it will only delay settlement. Travel vouchers for DAU training with an ending accounting classification of 044008 should be sent to the following:

DFAS OPLOC Rome
ATTN: DFAS RO FPT
124 Chappie James Blvd.
Rome, NY 13441-4520

d. Those who do not comply may not be allowed to attend future DAU courses until RDAISA receives the required information.

10. Repeating DAU Courses. Numerous requests have been made to repeat a DAU course because of changes made to the curriculum or just as a refresher. Even though the courses are constantly being updated, DAU will not allow this. The only course that may be repeated is the Executive Contracting course (CON 301) which may be repeated every three years. This is an excellent course which focuses on current issues and events in contracting.

Encl
as


SUZANNE C. LYON
Acting Chief, Contracting
Division, DCSLR

AFLR-PR

SUBJECT: Contracting Information Letter (CIL) 97-37, Career
Proponency Issues

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

FT RILEY, ATTN: AFZN-DOC

FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



DEPARTMENT OF THE ARMY
UNITED STATES ARMY RESEARCH, DEVELOPMENT, AND ACQUISITION
INFORMATION SYSTEMS ACTIVITY
RADFORD, VIRGINIA 24141-0097

REPLY TO
ATTENTION OF:

SFAE-ISA-RB

23 June 1997

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DAU/RDAISA Rental Car Policy

RDAISA is tasked with management of slots and budget for Mandatory Army Acquisition Training under the Defense Acquisition University (DAU). As a rule, DAU does not fund rental cars. Most classes are conducted at military installations that provide post transportation. In many cases, billeting is within walking distance of classrooms and dining facilities. If quarters are not available, most Lodging Success hotels provide courtesy van transportation to and from classes and have dining facilities available for guests. Students who feel strongly that they require rental cars are encouraged to pursue rental car approval and funding through their employing organizations. In this instance, the complete fund cite of the employing organization must appear below RDAISA's in block 19 of the DD Form 1610 with a description of why the fund cite was included, i.e. "Rental Car and Gasoline only".


Exceptions to policy are approved by RDAISA on a case-by-case basis when it is clearly cost advantageous to the Government (rental car proves to be less expensive than the cost of common carrier transportation and related per diem), or when there are special circumstances as described below:

- a. Shared rental cars are authorized at Port Hueneme, California, and Columbus, Ohio (due to lack of available transportation between class and lodging); travel orders of driver and passengers must be annotated with "shared by" remarks.
- b. Rental cars are authorized for classes given by the Naval Center for Acquisition Training in Norfolk, Virginia, when quarters are available on base but the training is actually conducted in Virginia Beach. (If quarters are not available, students are expected to stay at or close to the training site and rental cars are not authorized).
- c. Rental cars are authorized for students with medical profiles that justify the need. (In most cases, the rental cars are authorized to accompanying students from the same organization who will be assisting the impaired student.)

SFAE-ISA-RB

SUBJECT: DAU/RDAISA Rental Car Policy

If at any point in the future it is found that unauthorized rental cars are being charged to RDAISA for any reason (i.e., due to incomplete employing organization fund cites on travel orders or even failure of DFAS to properly split the charges), rental cars may be strictly prohibited.



ROBERT L. REYENGA
LTC, FA
Commanding

DISTRIBUTION:

PROGRAM EXECUTIVE OFFICERS

COMMANDERS, MAJOR ARMY COMMANDS

FUNCTIONAL CHIEF REPRESENTATIVES

MACOM ACQUISITION FUNCTIONAL MANAGERS

ACTIVITY ACQUISITION FUNCTIONAL MANAGERS/SUPERVISORS

ALL CPOCS